**PRIVACY POLICY**

**U.S. RECLAND,** recognizes the sensitive nature of your personal information and wants to protect your privacy at all times. Consequently, we want to explain to you how **U.S. RECLAND,** uses and treats any confidential information obtained in the course of assisting our customers.

In the course of providing our services, we will obtain significant personal information from our customers. You should know that all information that we receive from you is held in confidence and is not released to people outside **U.S. RECLAND,** except as agreed by you, or as required by applicable law. This Privacy Policy summarizes for you what information we collect about you, the limited times when we may share it with others, and how we protect your privacy.

**Types of Personal Information We Collect**

In order to meet your needs in the course of providing our services, we collect various types of personal information about you from the following sources:

* Information that we receive from you when you meet with us in person or over the phone, when you send us information by mail or e-mail, or on documents or forms that we use in providing services for you. The information that we collect may include, for example, your name, address, social security number, and other personal and financial information.
* Information we receive from you when your browser interacts with us when you visit our Web site.

**How We Use This Information**

We do not share any personal information about you with anyone without your express consent, except as required by law or if necessary to facilitate the transaction with you. The law permits disclosure in some instances, such as if we must share information to protect against fraud, in response to a court subpoena, and the like. In all such situations, we stress the confidential nature of the information being shared.

**Protecting the Confidentiality and Security of Current and Former Client’s Information**

We retain records relating to services that we provide so that we are better able to assist you with your needs. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards. We restrict access to your personal information to those employees who need to know information to provide products and services to you. Additionally, our employees are bound by internal confidentiality policies and are subject to disciplinary action for any policy violations. Should our relationship end, we will continue to protect the confidentiality and security of your personal information in accordance with this privacy policy.